



CONFERENCE PLANNING GUIDE

TO BE DONE	Date Completed
14 MONTHS PRIOR TO CONFERENCE	
Select Conference Committee	
Select Conference site and date	
Receive information letter from site	
Prepare a realistic budget	
13 MONTHS PRIOR TO CONFERENCE	
Set tentative theme	
Prepare proposal form that includes school affiliation and a brief	
Set registration fees	
12 MONTHS PRIOR TO CONFERENCE	
Distribute proposal form at this year's	
Begin contacting keynote speakers	
9 MONTHS PRIOR TO CONFERENCE	
Select conference sessions	
If no proposals were submitted in some areas of interest, contact possible	
Set conference schedule	
Send confirmations to all speakers	
Arrange for CEU credits	
6 MONTHS PRIOR TO CONFERENCE	
Begin preparing registration brochure, listing information that a teacher	
Select menus for meal functions	
Determine table decorations	
5 MONTHS PRIOR TO CONFERENCE	
Secure mailing labels	
Determine mail procedures and rates	
Print Conference flier	
4 MONTHS PRIOR TO CONFERENCE	
Distribute conference flier with registration	
Begin a registration file	
Send publicity to the media	

Arrange for entertainment at meals	
3 MONTHS PRIOR TO CONFERENCE	
Secure AV needs from speakers	
Secure introducers for speakers	
Prepare CEU verification forms for	
Decide on the final agenda for large meetings and meal functions (Who	
Begin preparing the printed program using information submitted on the	
Design meal tickets and name badges	
2 MONTHS PRIOR TO CONFERENCE	
Send AV needs to hotel and AV committee	
Order flowers for the head table	
Send room set-up forms to the hotel	
Determine head table seating for meals	
Prepare meal(s) programs	
Send preliminary meal guarantee to caterer	
Prepare evaluation forms for conference	
Send reminders to speakers of date, time, and	
3 WEEKS PRIOR TO CONFERENCE	
Assemble packets for conference	
1 WEEK PRIOR TO CONFERENCE	
Confirm AV equipment	
Confirm room set-ups	
3 DAYS PRIOR TO CONFERENCE	
Give final guarantees to caterer for the	
CONFERENCE	
Keep a file for all bills that are signed during	
Relax and enjoy it. You've done everything you could do to make it a	
AFTER THE CONFERENCE	
Send letters of appreciation to speakers and to those who performed	
Assess evaluation forms and give to next	
Review all bills and pay ASAP	

Tom Holloway
tom@worldu3a.org
 Zoom: 773-960-9200
 Skype: tomathollowaysorg
 Phone: 0044 773 960 9200 UK
 Phone: 0091 799 317 5480 INDIA
 October 2017